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## 1. POLICY STATEMENTS

- Students who have successfully satisfied the minimum exit level requirements of the programmes offered at CTCFD – Cape Town College of Fashion Design (henceforth referred to as The Institution) are awarded a Higher Certificate in Fashion Design on NQF level 5, Diploma in Fashion Design on NQF level 6, Advanced Diploma in Fashion Design on NQF level 7 or Bachelors in Fashion Design on NQF level 7 dependant on the qualification the student is enrolled for.
- Security measures are in place to prevent fraud or illegal issuing of Certificates.
- Certificates must be of a suitable quality and must include accurate and complete information.
- The Certificates are awarded at a formal graduation ceremony held annually.
- Certificates will not be issued for incomplete qualifications and or part qualifications.

## 2. PURPOSE

The purpose of the policy is to ensure effective mechanisms are in place to quality assure the processing and issuing of certificates, and to maintain the integrity of the processes leading to Certification of qualifications offered by The Institution.

## 3. SECURITY MEASURES

### 3.1 ISSUING CERTIFICATES

In order to prevent the fraudulent issuing of any Certificates, the following security measures are in place:

- The Administration Assistant is responsible for printing certificates. Should this person be unavailable the Head of Administration will be responsible.
- Both the Head of Institution and the Academic Head are responsible for signing all Certificates.
- All Certificates are embossed.
- The titles of the authorised persons to sign Certificates are printed on all Certificates.
- All Certificates have a unique Certificate Number printed on them which is recorded against the students' name.
- Cross-referencing against the student database ensures authenticity.
- The Certificate Numbers are recorded in a Certificate register.
- The students' identity number/passport number appears on the Certificate.
- The Certificates are printed in a secure environment on The Institution's premises.

### **3.2 REPRINTING CERTIFICATES**

Reprinting of Certificates is only permitted if the student's name or ID number/Passport Number are incorrectly printed according to the student's records on file at the time of generation. The following security measures are in place to prevent fraudulent reprinting:

- The student must hand in the original certificate together with an updated certified copy of their ID or Passport.
- The new Certificate must be generated according to the procedure specified in section 5 of this document.
- The original Certificate must be 'cancelled', as specified in section 3.3 below, and must be placed on file together with a copy of the new Certificate and a copy of the certified ID or Passport.

### **3.3 CANCELLATION OF CERTIFICATES**

- The word "CANCELLED" between two lines must appear in red diagonally across the certificate on all cancelled Certificates.
- All cancelled Certificates must be entered in the register, and kept separately in the storage room.

### **3.4 CLAIMING CERTIFICATES**

In order to prevent any fraudulent claims for Certificates, the following security measures are in place:

- Each Certificate issued is photocopied and stored in the student file.
- In order to apply for a replacement Certificate, a student must:
  - Apply in person
  - Provide a certified copy of their ID or passport
  - Provide an affidavit explaining the reason that the student requires a replacement Certificate and that they no longer has the original Certificate in their possession.
  - The Institution will re-issue the Certificate with the word 'duplicate' printed thereon.

### **3.5 STORAGE OF STUDENT RECORDS**

Student records must be secure and reliable, and must be kept indefinitely.

All student records are recorded in a secure student record database according to the rules and procedures outlined in the MIS policy. To gain access to student records electronically, a password is required.

Hardcopies of all student records are stored securely in a lockable filing cabinet accessible only by the Head of Administration, Administration Assistant and the Academic Head.

### 3.6 STORAGE OF CERTIFICATES

Certificates are stored under secure conditions until distribution at the graduation ceremony. Certificates that are not collected at the graduation ceremony must be stored securely in the student's file and must be signed for when collected by the student.

The notarial seal (embossed Institution logo) is kept in The Institution's safe which is only accessible by the Head of Administration and the Administrative Assistant.

No blank Certificates are stored in hard copy format. All Certificates are generated on the computers of the Administrative Assistant or the Head of Administration, which are both password protected.

## 4. GENERATING CERTIFICATES

Certificates are printed on The Institution premises, on white 150g-180g paper with the CTCFD logo in full colour.

The following information must appear on the Certificate:

- Cape Town College of Fashion Design (Pty) Ltd
- The company registration number
- The words: "THIS IS TO CERTIFY THAT"
- The student's full names and surname as it appears on their ID document
- The student's identity number/passport number
- The qualification name and registration number as it appears on the NQF
- The reason for issuing: "AWARDED"
- The level of achievement (Merit/Distinction) if applicable
- The signatures and titles of the authorised persons to sign certificates
- The date issued
- Official embossed emblem
- Unique Certificate Number
- The registration statement contemplated in Regulation 24(b)

In order to ensure the accuracy of information contained in the Certificate, the following procedures must be adhered to:

- The list of graduating students is approved by the Assessment Committee once the relevant academic staff have approved the academic transcripts.
- A Certificate Number is generated for each qualifying student by the Administrative Assistant and recorded in the certificate register.
- The students' biographical details are checked by the Head of Administration.

- The programme information is checked by the Academic Head and/or the Quality Assurance Manager.
- A set of mock certificates are printed in black and white and checked by the Head of Administration and the Academic Head. Any changes must be made before original certificates are printed and signed off.

## **5. GRADUATION CEREMONY**

Graduation is a formal procedure that is held annually. The venue and date on which this takes place depends on the following factors:

- Suitability of venue
- Date and time of event
- Input from graduates

The Academic Head is responsible for coordinating the graduation ceremony.

All students are encouraged to attend the graduation ceremony and the following criteria will apply at the ceremony:

- Awards will be issued to students who achieve excellence in the programmes.
- Certificates will be issued to all students who have successfully completed their Higher Certificate in Fashion Design, Diploma in Fashion Design, Advanced Diploma in Fashion Design, or Bachelor of Fashion Design.
- Students with outstanding fees may not attend the ceremony and will not receive certification until such time as all outstanding fees are settled.
- Students who have been unsuccessful in graduating will be notified at least one week before the ceremony by the Academic Head.
- Students who attend the graduation ceremony will be entitled to invite two additional guests to attend.

Students who are unable to attend the graduation ceremony are required to collect their Certificate and/or award from the Administration Office personally and must sign that it has been collected. If that is not possible then the person collecting must provide a letter from the student, together with a copy of the student's ID document, and must sign that it has been collected. If a request is received to post the Certificate and/or award then it will be posted via registered mail to the address provided by the student at the time.

## **6. REFERENCES**